

Week 1 25~29/3/1435	Week 2 2~6/4/1435	Week 3 9~13/4/1435	Week 4 16~20/4/1435	Week 5 23~27/4/1435	Week 6 1~5/5/1435
Introduction to the course & meeting the students	Introduction to the course + exploring the Basics of Windows 8 (Managing Your Files)	Introduction to Computer Concepts + Introduction to Cloud Computing	Exam 1 on Computer Concept and Cloud Computing	Introduction to Microsoft Applications + Introduction to Microsoft Word 2013 + Tutorial on How to Use Microsoft Word 2013 effectively (part 1) + Assignment 1 is due	Tutorial on How to Use Microsoft Word 2013 Affectively (part 2) + Assignment 2 is due
Week 7 8~12/5/1435	Week 8 15~19/5/1435	Week 9 22~26/5/1435	Week 10 29/5~3/6/1435	Week 11 6~10/6/1435	Week 12 13~17/6/1435
Exam 2 on Microsoft Word 2013	Introduction to Microsoft Excel 2013 + Tutorial on How to Use Microsoft Excel 2013 effectively (part 1)	Holiday ☺	Exam 3 on Microsoft Excel	Introduction to Microsoft Access 2013 + Tutorial on How to Use Microsoft Access 2013 effectively (part 1) + Assignment 3 is due	Tutorial on How to Use Microsoft Access 2013 Affectively (part 2) + Assignment 4 is due
Week 13 20~24/6/1435	Week 14 27/6~2/7/1435	Week 15 5~9/7/1435	Week 16 12~16/7/1435	Week 17 19~23/7/1435	Week 18 26~30/7/1435
Exam 4 on Microsoft Access + Assignment 5 is due	Introduction to Microsoft PowerPoint 2013 + Tutorial on How to Use Microsoft PowerPoint 2013 effectively	Discussing the Project Performance, give recommendations, choose groups for presentation next week	Group Project Presentation + Peer evaluation for each member in a group	Revision ☺	Final Lab exam